

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
3350 Education Drive
San Luis Obispo, CA 93405
805/543-7732

MEMORANDUM OF AGREEMENT (MOA)
(for School District Employees or Cuesta College Employees)

This Memorandum of Agreement (MOA) is between _____ and the **San Luis Obispo County Office of Education** (SLOCOE). **NOTE:** The District is serving as a pass-through agency only for payroll and tax reporting purposes. This MOA is not subject to any collective bargaining agreements either currently in force or in negotiations.

SECTION I. SERVICES TO BE PERFORMED & COMPENSATION

The purpose of this MOA is to establish a collaborative agreement between the parties for SLOCOE to provide transportation services, related training and certification activities. The employee(s) of the District will plan, provide for, and/or facilitate the activities of the SLOCOE Transportation Services. See Attachment A (list and fee schedule of services) and Field Trip Form for all names, agreement terms and compensation rates of reimbursement.

Activity Dates: **through** _____

SECTION II. REIMBURSEMENT PROCESS TO SLOCOE

1. SLOCOE will notify the District with an Authorization to Reimburse SLOCOE for Services Rendered when services have been completed and reimbursement amounts have been satisfied).

SECTION III. SCHOOL DISTRICT RESPONSIBILITIES

The District hereby affirms that it has received a Criminal History report from the Department of Justice, which is valid throughout the services(s) of the contract and meets the standards set forth in AB1610 and AB1612, for all employees working under this agreement and listed in Attachment A.

On behalf of the District I accept the terms of this MOA and it is understood that the final determination of compensation will be at the sole discretion of SLOCOE and cannot change without prior written notice to the District.

District Superintendent/Designee *Date*

District Business Official *Date*

SECTION IV. AUTHORIZATIONS AND BUDGET APPROVAL

SLOCOE Budget Account Code: _____

Project Coordinator/Date

Department Head/Date

for County Office of Education/Date

AUTHORIZATION TO REIMBURSE DISTRICT EMPLOYEE(S) FOR SERVICES RENDERED

District Business Official: This is your authorization to pay the listed District employee(s) for services completed as detailed in

Attachment A of this MOA, the amount of \$ _____

Project Coordinator

Date

This is payment in full OR progress payment balance payable is \$ _____.

P.O. # _____

Dated: _____

Completion Date: _____

1. *Pay the employee for services performed.*

2. *Send an invoice to the SLOCOE Accounts Payable Office Referencing the P.O. #.*

SLOCOE Transportation Fee Schedule				
COURSE	MINIMUM REQUIRED NUMBER OF HOURS	PER PARTICIPANT FEE	COURSE COST	Course Description
Original School Bus Class	40	Up to 5 participants per class at \$75 hour, larger classes of 6 or more is a \$150 hour.	\$75 per hour	40 hours (20 classroom, 20 behind the wheel) Course Training Material, use of bus for Behind the Wheel, approved by the CDE
School Bus Classroom Only	20		\$75 per hour	Classroom instruction portion, approved by the CDE
Behind the Wheel Only	20		\$75 per hour	Hands on training behind the wheel only, approved by the CDE
First Aid 1-10	6-8	Per District/Agency	\$75 per hour	Approved by the CDE, *Includes Lunch
First Aid 11-20	6-8	Per Class or Per Instructor	\$150 per hour	Approved by the CDE, *Includes Lunch, 2 Instructors
Pre-Trip Inspection	TBD		\$75 per hour	Up to three students at a time per training, approved by the CDE
Renewal	10		\$75 per hour	Approved by the CDE
Records Assistance			\$75 per hour	Approved by the CDE
Safety Meetings/TO1			\$75 per hour	Required Module & TO1 Documentation, approved by the CDE

SLOCOE Services will include:

- A) Design and develop evidenced-based training approved by the CDE.
- B) Provide CDE certified instructors for all courses.
- C) Maintain attendance records.
- D) Prepare paperwork and documentation.
- E) Deploy training courses.
- F) Provide Certificates of Completion for employees who successfully complete their training course.
- G) Develop a logistical plan for the execution of above responsibilities and for field trip requests.
- H) Maintain records of all activities of this program, along with providing information to the district as required.
- I) Follow all relevant and applicable regulations
- J) Once Field Trip Request form is completed with all the required information, the Transportation Coordinator will provide a quote to the District for the approval. The filed trip for is subject to increased fees base of any changes prior or during the actual field trip. A new total will occur and be subject to possible increased fees base of changes in after the trip was completed.

SLOCOE Service not include and are the responsibility of the Districts:

Pre-drug employment drug testing and fees associated

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Memorandum of Agreement (MOA) Process Steps

1. SLOCOE Project Coordinator creates a MOA for any activity involving the use of District employees. A district-wide MOA must be prepared for each District. The MOA must have an Attachment A and/or Field Trip Request Form, listing the scope of all activities, activity dates, names of District employees, items of employee compensation and reimbursement costs for the project.
2. SLOCOE Project Coordinator and Department Head assign a County Office Budget Account Code to be charged and sign and date the MOA in Section IV. The Project Coordinator prepares an internal requisition that is authorized by the Department Head.
3. MOA receives County Office Internal Fiscal Services Director budget approval signature in Section IV. The requisition and signed MOA go to the SLOCOE Purchasing Agent to prepare a Purchase Order (P.O.).
4. The originating department holds the P.O. until the signed MOA is returned from the District.
5. At the same time the MOA is routed to the District, a copy of the MOA is sent to the District Payroll Department.

In Section III: School District Responsibilities

6. **The MOA is routed to the District Superintendent for her/his signature acknowledging the listed employees meet fingerprinting requirements, and accepting the terms listed in Attachment A.**
 7. **The MOA is then signed by the District Business Official acknowledging agreement to pay the employee, as a pass-through agency, when County Office authorization is received.**
 8. **The District Business Official returns the MOA to the County Office Project Coordinator.**
9. The SLOCOE Purchase Order is distributed as follows:
 - a. **Original with a copy of the MOA attached - to District Payroll Department**
 - b. Copy of Purchase Order and MOA to SLOCOE Project Coordinator
 - c. Copy of Purchase Order and MOA to SLOCOE Purchasing File
 - d. Copy of Purchase Order with the original MOA to SLOCOE Accounts Payable File
 10. Services are performed by the District employee(s) and/or SLOCOE Project Coordinator completes the Authorization to Reimburse District Employee(s) for Services Rendered with the P.O. number and a recap of all employee names and items of reimbursement. A copy of the MOA and the form are sent to the District Business Official.
 11. County Office Accounts Payable has SLOCOE Project Coordinator approve the invoice for payment.
 12. The District invoice is paid. After the final payment on the MOA, the MOA and P.O. are closed.